

Public Sector Commissioner's Circular

Code of Practice: Occupational Safety and Health in the Western Australian public sector

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Policy

Agencies are to comply with the [Code of Practice: Occupational Safety and Health in the Western Australian Public Sector](#) (the Code).

Background

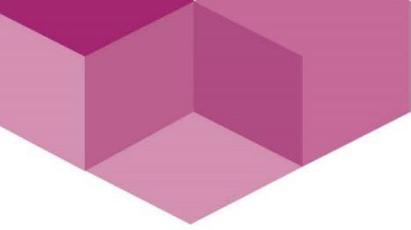
The Western Australian government is committed to ensuring the safety and health of all employees in public sector agencies.

The Code promotes comprehensive and practical preventative strategies to assist public sector Chief Executive Officers, managers and employees with improving the work environment of the sector, and complying with the *Occupational Safety and Health Act 1984* (the Act) and Occupational Safety and Health Regulations 1996.

Like the Act, the Code applies to all public sector agencies, including departments, trading concerns, instrumentalities and statutory bodies. Chief Executive Officers are responsible for the Code's adoption and implementation.

Agencies are required to report on occupational safety and health performance, policies and initiatives in their annual reports. This requirement, which is part of a Western Australian government commitment to the national strategy, will continue until at least 2022.

The guidelines attached to this Circular will assist agencies in their occupational safety, health and injury management reporting.



The Australian Work Health and Safety Strategy 2012-22 was launched by Safe Work Australia in October 2012, and updated in April 2018 following a mid-term review. It promotes the vision of healthy, safe and productive working lives, and includes national targets and performance indicators used to measure the success of national actions.

National targets to be achieved by 2022 include:

- a reduction in the number of worker fatalities due to injury of at least 20 per cent;
- a reduction in the incidence rate of claims resulting in one or more weeks off work of at least 30 per cent, and
- a reduction in the incidence rate of claims for musculoskeletal disorders resulting in one or more weeks off work of at least 30 per cent.

The Code is designed to help the State's public sector meet the national commitments, including the accident and injury targets.

The Code and further occupational safety, health and injury management information and advice are available from www.publicsectorsafety.wa.gov.au.

Lindsay Warner
A/PUBLIC SECTOR COMMISSIONER

Other relevant Circulars:	2018-01 Annual Reporting
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Attachment

Occupational safety, health and injury management annual reporting guidelines for 2018 to 2020

These guidelines outline the occupational safety, health and injury management performance indicators Western Australian public sector agencies are required to include in their annual reports.

The indicators fall into two categories:

- statements or descriptions of the agency's commitment to occupational safety, health and injury management and how this is being demonstrated
- measures for which performance targets have been set, which indicate the effectiveness of the agency's occupational safety, health and injury management systems.

The performance measures support the goals of the *Australian Work Health and Safety Strategy 2012-22*. To help the Western Australian public sector meet these goals, reporting and performance targets will be monitored annually.

The reporting of occupational safety, health and injury management performance is not restricted to the minimum requirements listed below. Agencies may also wish to report on other aspects of their performance.

Further information is available at www.publicsectorsafety.wa.gov.au.

Minimum requirements for annual reports 2018 to 2020

The following is required:

- a statement of the agency's commitment to occupational safety and health and injury management, with an emphasis on executive commitment
- a description of the formal mechanism for consultation with employees on occupational safety and health matters
- a statement of compliance with injury management requirements of the *Workers' Compensation and Injury Management Act 1981*, including the development of return-to-work plans
- a statement confirming that an assessment of the occupational safety and health management system has been completed (within the past five years or sooner depending on the risk profile of the agency) using a recognised assessment tool
- a report of the percentage of agreed actions completed following assessment of the occupational safety and health system

- a report of performance against the following targets:

Indicator	Target
Number of fatalities	Zero (0)
Lost time injury and disease (LTI/D) incidence rate	Zero (0) or 10% improvement on the previous three (3) years
Lost time injury and disease severity rate	Zero (0) or 10% improvement on the previous three (3) years
Percentage of injured workers returned to work within (i) 13 weeks and (ii) 26 weeks	Greater than or equal to 80% return to work within 26 weeks.
Percentage of managers and supervisors trained in occupational safety, health and injury management responsibilities	Greater than or equal to 80%

Note: See Templates for performance reporting on pages 6 and 7 of this attachment for guidance on reporting results against targets.

Definitions

Statement of commitment to occupational safety and health and injury management

The statement of commitment to occupational safety and health and injury management section in the annual report should outline the agency's occupational safety and health and injury management approach. In particular, this should include executive-level commitment, and how this is demonstrated to staff by the senior executive. This section may also include details on policies and explain how they are communicated and implemented in the agency. It should also outline the agency's annual strategic goals and targets for occupational safety, health and injury management performance.

Formal mechanism for consultation with employees on occupational safety and health and injury management matters

The formal mechanisms for consultation with employees on occupational safety and health and injury management matters section in the annual report should briefly outline what consultation takes place between the senior executives, managers, employees, safety and health representatives and contractors. This should include the process for communicating this mechanism to employees.

An example would be:

‘The Occupational Safety and Health Committee, including the employee representatives, form the key to occupational safety and health consultation within (the agency). The Committee members’ appointment, location and details are communicated to all employees. The members are accessible and effectively utilised by both management and employees in the discussion and resolution of occupational safety and health issues.

The Occupational Safety and Health Committee meets bi-monthly to discuss and resolve occupational safety and health issues, review hazard and incident reports, and review progress against the Occupational Safety and Health Business Plan.’

A statement of compliance with the injury management requirements of the Workers’ Compensation and Injury Management Act 1981, including the development of return to work plans.

The occupational safety and health section in the annual report should confirm the agency has in place a documented injury management system in accordance with the Workers’ Compensation and Injury Management Act 1981 and how it is made available to employees. It should also include a confirmation that return to work programs are developed in accordance with this Act.

Occupational safety and health management system

An occupational safety and health management system is a documented and verifiable set of plans, actions and procedures that can assist both management and employees to clearly identify their occupational safety and health responsibilities and manage them in an organised manner.

The occupational safety and health management system section in the annual report should outline the assessment of the occupational safety and health management system that has been completed using a recognised assessment tool, such as WorkSafe Plan; SafetyMAP (Safety Management Achievement Program; Australian Standard AS/NZS 4801:2001 *Occupational health and safety management systems*, or other recognised assessment tool compliant with the AS/NZS 4801:2001. Agencies are required to conduct the assessment within the previous five years or sooner depending on the risk profile of the agency. A report on the percentage of agreed actions completed is required to be disclosed.

Each year, agencies are required to report against this requirement. If no assessment was undertaken during the year, the agency should report the year of the last assessment, the tool used and the progress towards completing the agreed actions (percentage of actions completed) emanating from the assessment.

Fatalities

The fatalities definition is aligned with the definition in the national strategy.

The fatalities to be reported relate to people who died from injuries that arose through work-related activity. This includes fatalities resulting from an injury sustained in the course of a work activity (worker fatalities) and as a result of someone else's work activity (bystander fatalities).

The scope of this definition includes all persons:

- who were fatally injured, and
- whose injuries resulted from work activity or exposures, and
- whose injuries occurred in an incident that took place in Western Australia or its coastal waters.

It also includes all persons who died:

- while working including unpaid volunteers and family workers, and persons undertaking work experience within Western Australia or its coastal waters or travelling for work (worker fatalities), or
- as a result of someone else's work activity (bystander fatalities).

The definition excludes those who died:

- of iatrogenic injuries, where the worker died due to medical intervention such as medical examination or treatment
- due to natural causes such as heart attacks and strokes, except where a work-related injury was the direct cause of the heart attack or stroke
- as a result of diseases, such as cancers
- by self-inflicted injuries (suicide)
- while the worker was commuting to or from work (commuter fatalities), and
- as a result of criminal activity.

The data should be reported by the date of death.

Note: This definition has changed from previous versions of this circular, when only compensated work-related fatalities were required to be reported. By aligning with the national strategy, the definition is now more comprehensive as it draws on information from two main sources that identify work-related fatalities in Western Australia. These are workers' compensation claims data from RiskCover, and work-related traumatic injury fatalities notified to the Department of Mines, Industry Regulation and Safety.

Lost time injury and disease incidence rate

The lost time injury and disease (LTI/D) incidence rate to be reported is the number of lost time injury and disease claims lodged where one day or shift or more was lost from work. The number

of employees is the agency’s full-time equivalent (FTE) figure. The number of LTI/Ds is divided by the number of employees, then multiplied by 100.

The calculation is:

$$\frac{\text{Number of LTI/Ds}}{\text{Number of employees (FTE)}} \times 100$$

Data should be reported by the date the claim was lodged, and include those compensated fatalities where one day or shift or more was lost from work.

Lost time injury and disease severity rate

The lost time injury and disease severity rate is a measure of incident or accident prevention and the effectiveness of injury management.

The severity rate is to be reported as the number of severe lost time injuries and diseases (actual or estimated 60 days or more lost from work) divided by the number of LTI/D claims multiplied by 100.

The calculation is:

$$\frac{\text{Number of severe injuries}}{\text{Number of LTI/Ds}} \times 100$$

Only compensated fatalities where 60 days or shifts or more was lost are included. Data should be reported by the date the claim was lodged.

Injury management and return to work

The success and effectiveness of the agency’s injury management practices in facilitating a sustainable return-to-work outcomes for injured workers is measured using the percentage of injured workers (lost time claims) that returned to work within (i) 13 weeks and (ii) 26 weeks. The data is extracted for a specified period covering 12 months.

Agencies are required to report the percentage result for (i) 13 weeks and (ii) 26 weeks, with performance against the 80 per cent target relating only to (ii) 26 weeks.

The measure is calculated based on:

- a) the number of injured workers with a LTI/D claim, where time lost commenced during the 12-month specified period; and
- b) the number of the injured workers reported in (a) who returned to work to full hours and full duties (of a real job) on or before (i) 13 weeks and (ii) 26 weeks.

The calculation is:

(i) Return to work within 13 weeks:

$$\frac{\text{Number of LTI/Ds with a return to work outcome within 13 weeks (b)}}{\text{Number of LTI/Ds reported (a)}} \times 100$$

(ii) Return to work within 26 weeks:

$$\frac{\text{Number of LTI/Ds with a return to work outcome within 26 weeks (b)}}{\text{Number of LTI/Ds reported (a)}} \times 100$$

If the agency had no LTI/Ds and no data to report for this indicator, then 'Not Applicable' (N/A) should be written.

Managers and supervisors training in occupational safety and health and injury management responsibilities

The occupational safety and health and injury management training provided for management and supervisory staff is to be reported as the percentage of current managers who have received training in their responsibilities for occupational safety and health and injury management. Managers include anyone who supervises staff.

The frequency of refresher training is at the discretion of the agency, however it should be at least every three years or sooner if the risk profile of the agency or work areas changes significantly, or when there are legislative changes.

Templates for performance reporting

The templates on pages 9 to 12 will assist agencies in performance reporting. They are designed to provide consistency in reporting across agencies.

Template 1 is for agencies that were not subject to amalgamation on 1 July 2017. It may be used for performance reporting covering 2017-18, 2018-19 and 2019-20.

Departments amalgamated on 1 July 2017 may use Template 2 for performance reporting covering 2017-18, Template 3 for 2018-19, and Template 1 for 2019-20.

Template 1

Measures	Results 20XX-XX (1) Base year	Results 20XX Prior year	Results 20XX-XX (1) Current reporting year	Targets	Comments towards targets
Number of fatalities	X.XX	X.XX	X.XX	0	...
Lost time injury and disease incidence rate	X.XX	X.XX	X.XX	0 or 10% reduction in incidence rate	... (2)
Lost time injury and severity rate	X.XX	X.XX	X.XX	0 or 10% reduction in severity rate	... (2)
Percentage of injured workers returned to work (i) within 13 weeks	X.XX	X.XX	X.XX	Actual target to be stated	...
Percentage of injured workers returned to work (ii) within 26 weeks	X.XX	X.XX	X.XX	Greater than or equal to 80%	...
Percentage of managers trained in occupational safety, health and injury management responsibilities, including refresher training within 3 years	X.XX	X.XX	X.XX	Greater than or equal to 80%	...

Note (1) The performance reporting examines a three-year trend and, as such, the comparison base year is to be two years prior to the current reporting year (please refer to the Disclosures and Legal Compliance section of the Annual Reporting Framework as published by the Public Sector Commission for comparison base year and current year details).

Note (2) Comment on performance over the three-year period.

Template 2

Measures	Former agencies (1)	Results for former agencies		Results, targets and commentary for <name of agency>		
		Results 2015-16 (2) Base year	Results 2016-17 Prior year	Results 2017-18 (2) Current reporting year	Targets	Comments towards targets
Number of fatalities	A	X.XX (3)	X.XX (3)	X.XX	0	...
	B etc.	X.XX (3)	X.XX (3)			
Lost time injury and disease incidence rate	A	X.XX (3)	X.XX (3)	X.XX	0 or 10% reduction in incidence rate	... (4)
	B etc.	X.XX (3)	X.XX (3)			
Lost time injury and severity rate	A	X.XX (3)	X.XX (3)	X.XX	0 or 10% reduction in severity rate	... (4)
	B etc.	X.XX (3)	X.XX (3)			
Percentage of injured workers returned to work (1) within 13 weeks	A	X% (3)	X% (3)	X.XX	Actual target to be stated	...
	B etc.	X% (3)	X% (3)			
Percentage of injured workers returned to work (2) within 26 weeks	A	X% (3)	X% (3)	X.XX	Greater than or equal to 80%	...
	B etc.	X% (3)	X% (3)			
Percentage of managers trained in occupational safety, health and injury management responsibilities, including refresher training within 3 years	A	X% (3)	X% (3)	X.XX	Greater than or equal to 80%	...
	B etc.	X% (3)	X% (3)			

Note (1) Where an agency formed on 1 July 2017 comprises all parts of former agencies, list the former agencies and add rows as required.

Note (2) The performance reporting examines a three-year trend and, as such, the comparison base year is to be two years prior to the current reporting year (please refer to the Disclosures and Legal Compliance section of the Annual Reporting Framework as published by the Public Sector Commission for comparison base year and current year details)

Note (3) Do not adjust results for the base and subsequent years where the new agency comprises parts of former agencies.

Note (4) Comment on performance over the three-year period.

Template 3

Measures	Former agencies (1)	Results for former agencies	Results, targets and commentary for <name of agency>			
		Results 2016-17 (2) Base year	Results 2017-18 Prior year	Results 2018-19 (2) Current reporting year	Targets	Comments towards targets
Number of fatalities	A	X.XX (3)	X.XX	X.XX	0	...
	B etc.	X.XX (3)				
Lost time injury and disease incidence rate	A	X.XX (3)	X.XX	X.XX	0 or 10% reduction in incidence rate	... (4)
	B etc.	X.XX (3)				
Lost time injury and severity rate	A	X.XX (3)	X.XX	X.XX	0 or 10% reduction in severity rate	... (4)
	B etc.	X.XX (3)				
Percentage of injured workers returned to work (1) within 13 weeks	A	X% (3)	X.XX		Actual target to be stated	...
	B etc.	X% (3)				
Percentage of injured workers returned to work (2) within 26 weeks	A	X% (3)	X.XX		Greater than or equal to 80%	...
	B etc.	X% (3)				
Percentage of managers trained in occupational safety, health and injury management responsibilities, including refresher training within 3 years	A	X% (3)	X.XX		Greater than or equal to 80%	...
	B etc.	X% (3)				

Note (1) Where an agency formed on 1 July 2017 comprises all parts of former agencies, list the former agencies and add rows as required.

Note (2) The performance reporting examines a three-year trend and, as such, the comparison base year is to be two years prior to the current reporting year (please refer to the Disclosures and Legal Compliance section of the Annual Reporting Framework as published by the Public Sector Commission for comparison base year and current year details)

Note (3) Do not adjust results for the base and subsequent years where the new agency comprises parts of former agencies.

Note (4) Comment on performance over the three-year period.

Optional requirements

Occupational safety and health and injury management information that agencies may wish to include in their annual reports includes:

- an overview of the agency's occupational safety and health, and injury management systems — for amalgamated departments, this could include the status of systems consolidation
- new activities or initiatives for the year
- awards
- critical incidents
- prosecutions
- incident, accident and lost time injury and disease trends
- number of elected safety and health representatives trained
- frequency of Safety and Health Committee meetings.

Enquiries

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